

CHICOPEE HOUSING AUTHORITY

Agenda for the

REGULAR MEETING OF THE AUTHORITY

To be Held at

7 Valley View Court

May 28, 2008

1. Roll call, Members of the Authority:

Call to order at: By:

Present:

Absent:

Chester Szetela
Ruth Vanderlick
Brian Hickey
Charles Swider
Bruce Socha

Also in attendance were the following: Secretary James Lynch, Assistant Executive Director, Patricia Murry, Modernization Coordinator Donald Dunn, Maintenance Operations Manager David Dymek and Carmen Estrada, Recording Secretary

- 2. Tenant Organization Input**
- 3. Reading of the Minutes of the Meeting**
- 4. Reading of the Correspondence.**
- 5. Payment of the Bills.**

A tabulation of those bills to be paid is contained in the Member's folders

- 6. Committee Reports.**

7. OLD BUSINESS

- A. At the last meeting of the Authority the Member's acted on certain changes to the Personnel Policy. One of those changes would have affected the essential job requirements for a current employee. A report will be made. (Tabled from prior meeting.)
- B. (Info) Letter from Wall Construction dated May 21, 2008 requesting release from their contract to replace the entry doors and screen doors at Cabot Manor.

8. NEW BUSINESS

- A. The firm of J.D.L. Inc. has submitted a Change Order (#4) for their services related to the termite damage repair at the Cabot Manor Apartments (AMP 8-1) in the amount of \$40,472.72 at the request of CHA staff. This change was necessitated by unseen damage within the wall cavities at #43, #45, #47, #49 and #51 Plante Circle. A copy of the change order and itemized breakdown of the itemized work is included in the member's package.

Resolution required for approval

- B. The firm of J.D.L. Inc. has submitted a Change Order (#5) for their services related to the termite damage repair at the Cabot Manor Apartments (AMP 8-1) in the amount of \$11,088.57 at the request of CHA staff. This change was necessitated by unseen damage within the wall cavity and floor at #13 Plante Circle. A copy of the change order and itemized breakdown of the itemized work is included in the member's package.

Resolution required for approval

- C. The Authority's is in receipt of an invoice from J.D.L. Inc. for services related to Termite Damage and Repair work at Cabot Manor in the amount of \$57,847.79 This invoice is in accord with the firm's contract.

Motion to pay

- D. (Info)At the Board Meeting of May 14, 2008, Ms. Alice R. Goyette presented a list of concerns regarding the conditions at the Fairhaven Apartments. In response to her comments, a letter was sent on May 20, 2008 requesting a list of the specific concerns addressed in her testimony. The Authority is in the process of responding to the list of concerns received on May 23, 2008. A full report will be presented to the Board once the issues are addressed.

- E. In the past the Executive Director has had use of a Authority owned vehicle. The provision of the vehicle was to provide for 24 hour response to CHA needs. In the past few years, the frequency of response required has diminished due to the improved response by maintenance staff. With changes in staff the continued operation of the vehicle is not justified.

City officials have expressed the desire to obtain a vehicle from CHA for use by the library. Nancy Comtois, Director of Chicopee Public Library, has submitted a letter of interest (May 16, 2008) to purchase the car. A report will be given.

- F. Massachusetts Chapter of NAHRO has notified the CHA that one of our residents, Nelly Cruz, was awarded a \$1000 scholarship on May 20, 2008 from the MassNAHRO Past Presidents Memorial Scholarship Fund.

- G. Letter from Mayor Michael D. Bissonnette requesting a meeting to discuss the future use of the Senior Center at Valley View Apartments and the Valley View Apartments for veterans.

- H. The Authority is in receipt of an invoice from Gardner Construction & Industrial Services Inc. for services related to removal of concrete steps and replacement

of handrails in the amount of \$46,550.00. This invoice is in accord with the firm's contract.

Motion to Pay

- I. U.S. Department of Housing & Urban Development has notified the Authority of the availability of online Asset Management Orientation for PHA Board members.

- J. Staff has prepared a list of vacated accounts from federally aided developments to be written off in accordance with HUD regulations. Write offs are as follows:

AMP 8-1 \$3986.36

AMP 8-2 \$3653.26

AMP 8-3 \$2207.44

Resolution required for a Write off

- K. Staff has prepared a list of vacated accounts from State aided developments to be written off in accordance with DHCD regulations. Write offs are as follows:

Chapter 705 \$6125.96

Chapter 667 \$4325.74

Chapter 200 \$6514.01

Resolution required for a Write off

- L. On May 27, 2008 a collection of proceeds from laundry facilities at developments equipped with laundromats was conducted by representatives of the CHA and the automatic washing machine company. A copy of the collection report is contained in the member's folders.

Motion to approve

M. Any other new business to come before the Board.

9. ADJOURNMENT

**The next REGULAR MEETING of the CHICOPEE HOUSING AUTHORITY
will be held on June 11, 2008**